



**CYFARFOD BWRDD PRIFYSGOL IECHYD
UNIVERSITY HEALTH BOARD MEETING**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	30 January 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Committee Update Reports
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Director of Corporate Governance/ Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Clare Moorcroft, Committee Services Officer

**Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The purpose of this report is to provide the Board with a level of assurance in respect of recent Board level Committee meetings that have been held since the previous Board report and are not reported separately on the Board agenda, as follows:

- Mental Health Legislation Committee held on 2 December 2024
- Remuneration and Terms of Service Committee held on 6 and 18 December 2024

Additionally, in respect of the In-Committee Board meetings held on 28 November 2024 and 12 December 2024.

This report also provides an update to the Board in respect of recent Advisory Group meetings, as follows:

- Health Board Partnership Forum held on 3 December 2024

Cefndir / Background

The Hywel Dda University Health Board (UHB) Standing Orders, approved in line with Welsh Government guidance, require that a number of Board Committees are established. In line with this guidance, the following Committees have been established:

- Audit and Risk Assurance Committee (ARAC)
- Charitable Funds Committee (CFC)
- Mental Health Legislation Committee (MHLC)
- Quality, Safety and Experience Committee (QSEC)
- Remuneration and Terms of Service Committee (RTSC)

The Board has established the following additional Committees:

- Sustainable Resources Committee (SRC)
- Health and Safety Committee (HSC)

- People, Organisational Development and Culture Committee (PODCC)
- Strategic Development and Operational Delivery Committee (SDODC)
- Ethics Panel

Attached to this report are individual summaries of the key decisions and matters considered by each of the Committees held since the previous Board report, where these are not separately reported to the Board.

Approved minutes from each of the Committees' meetings are available on the UHB's website via the link below:

<https://hduhb.nhs.wales/about-us/governance-arrangements/board-committees/>

The UHB has approved Standing Orders, in line with Welsh Government guidance, in relation to the establishment of Advisory Groups. In line with this guidance, the following statutory Advisory Groups have been established:

- Healthcare Professionals Forum (HPF)
- Health Board Partnership Forum (HBPF)
- Stakeholder Reference Group (SRG)

Asesiad / Assessment

Matters of which to Alert or Advise the Board:

There were no matters raised by the Mental Health Legislation Committee, Remuneration and Terms of Service Committee, In-Committee Board or Health Board Partnership Forum of which to alert or advise the Board.

Argymhelliad / Recommendation

The Board is asked to:

- **RECEIVE** the update reports in respect of work undertaken on behalf of the Board at recent Committee meetings
- **RECEIVE** the update report in respect of the In-Committee Board meeting
- **RECEIVE** the update reports in respect of recent Advisory Group meetings
- **TAKE ASSURANCE** on the items that it is being assured on
 - **APPROVE** the Health Board Partnership Forum Terms of Reference

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Galluogwyr Ansawdd: Enablers of Quality:	6. All Apply

Quality and Engagement Act (sharepoint.com)	
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders External Governance Review
Rhestr Termau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	Committee and Advisory Group Chairs

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Explicit within the individual Update Reports where appropriate.
Ansawdd / Gofal Claf: Quality / Patient Care:	Explicit within the individual Update Reports where appropriate.
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	The Board has approved Standing Orders in relation to the establishment of Board level Committees. In line with its model Standing Orders, the Health Board has established Board level Committees, the activities of which require reporting to the Board. In line with its model Standing Orders, the Health Board has established a Stakeholder Reference Group, a Healthcare Professionals Forum and a Health Board Partnership Forum, the activities of which require reporting to the Board.
Enw Da: Reputational:	Not Applicable

Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR – MENTAL HEALTH LEGISLATION COMMITTEE

Date of last meeting/Dyddiad y cyfarfod diwethaf: 2 December 2024

Quoracy/Cworwm: Met

Report by/Adroddiad gan: Mr Iwan Thomas, Vice Chair of Mental Health
Legislation Committee

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

- There were no items to alert members of the Public Board on this occasion.

Advise² (to monitor)/ **Cynghori** (i fonitro)

- There were no items to advise members of the Public Board on this occasion.

Assure³ (to note)/ Sicrhau (i nodi)

The Mental Health Legislation Committee wish to **assure** members of the Public Board that:

- The **Mental Health Legislation Committee Self-Assessment 6-month review** was discussed at the December 2024 meeting. Actions that raised within the Self-Assessment were discussed. The Mental Health Legislation Committee took assurance from the progress being made against the actions undertaken to improve the effectiveness of the Committee.
- The **Mental Health Act Report** focused on quarter 2 data. No specific trends were seen during this quarter. It was highlighted at Committee that there was lower usage of Section 136, with higher usage of Section 3 and Doctors Holding Power.
- The **Mental Health Legislation Scrutiny Group** met on 11 November 2024, with the main discussions around the review of the Group's Terms of Reference. Membership of the Group was reviewed, with this now to include a GP Cluster representative. Within the Terms of Reference, Right Care Right Person has now been included as a standard agenda item, to be led by Dyfed-Powys Police. The **Mental Health Legislation Scrutiny Group** focused discussions on the two legislation service risks on the Mental Health and Learning Disabilities Risk Register. Firstly "The temporary closure of the Community Place of Safety at Gorwelion, Aberystwyth". This remains unchanged whilst the S136 Multi Agency

¹ There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

² There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

³ There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

Review Meeting progresses an option appraisal in respect of future S136 place of safety provision. The second risk is on "Delayed admission to hospital posts recommended detention under the Act, following a Mental Health Act Assessment (MHAA)".

- **Section 135 warrant to search for and remove patients interagency procedure** and **Information to Patients right procedure** policies were due for their three year renewal. Both policies had gone through the Health Board formal processes and were approved by the Committee.

Review of Risks/ Adolygiad o Risgiau

- The corporate risk 1857 '*Risk of significant delay in admission for individuals with medical recommendations for admission under the Mental Health Act*' was raised at the Committee meeting. The risk score has increased, as demand outweighs capacity at present, with delays possible for patients awaiting beds.
- The Committee highlighted risk 1752, '*Risk to Young People's privacy, dignity and Health and Safety due to the 136 suite on Morlais being unsuitable*', The risk is significantly reduced due to the relocation of the suite. Minor works are now required to provide a separate entrance for the 136 suite.
- The Committee noted that there were no changes to the status of the 1781 '*Risk of being unable to provide a Community Place of Safety (CPOS) to individuals detained under Section 136 in Ceredigion county*' Corporate Risk. **Sharing of learning/ Rhannu dysgu**

None identified.

Recommendation/ Argymhelliad

The Board is asked to **take assurance** from the items that the Committee is providing assurance on.

Agenda, papers and minutes are available on our website/ Mae agenda, papurau a chofnodion ar gael ar ein gwefan: <https://hduhb.nhs.wales/about-us/governance-arrangements/board-committees/mental-health-legislation-committee-mhlc/>

COMMITTEE UPDATE REPORT/ ADRODDIAD DIWEDDARU'R PWYLLGOR - REMUNERATION AND TERMS OF SERVICES COMMITTEE (RTSC)

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 2 December and 18
December 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Dr Neil Wooding, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There were no items to **alert** members of the Board on this occasion.

Advise² (to monitor)/ **Cynghori** (i fonitro)

There were no items to **advise** members of the Board on this occasion.

Assure³ (to note)/ Sicrhau (i nodi)

The Remuneration and Terms of Service Committee wish to **assure** members of the Board that:

- The Committee **APPROVED** the appointment of Mrs Lisa Gostling as the substantive **Deputy Chief Executive Officer** with immediate effect and **APPROVED** the associated salary costs.
- The Committee received **FOR INFORMATION** the objectives for Executive Directors and **NOTED** progress as at December 2024.
- The Committee **SUPPORTED** the recruitment process for the Executive Director of Nursing, Quality and Patient Experience and Executive Medical Director.
- The Committee **APPROVED** extensions for both the Interim Executive Director of Nursing, Quality and Patient Experience and the Interim Executive Medical Director until a substantive appointment has been made and commenced in post.

Review of Risks/ Adolygiad o Risgiau

Not applicable

Sharing of learning/ Rhannu dysgu

Not applicable

¹ There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

² There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

³ There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

Recommendation/ Argymhelliad

The Board is asked to **take assurance** from the items that the Committee is providing assurance on.

COMMITTEE UPDATE REPORT/ADRODDIAD DIWEDDARU'R PWYLLGOR IN-COMMITTEE BOARD

Date of last meeting/ Dyddiad y cyfarfod diwethaf: 28 November and 12 December 2024

Quoracy/ Cworwm: Met

Report by/ Adroddiad gan: Neil Wooding, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

The In-Committee Board had no matters of which to **alert** the Board.

Advise² (to monitor)/ **Cynghori** (i fonitro)

The In-Committee Board had no matters of which to **advise** the Board.

Assure³ (to note)/ **Sicrhau** (i nodi)

The In-Committee Board wishes to **assure** members of the Board:

- That the In-Committee Board noted the **Suspensions Report** and considered the implications of the matters reported.
- Assurance was provided by update reports from the **In-Committee Audit and Risk Assurance Committee (ARAC)** meeting held on 15 October 2024; the **In-Committee Quality, Safety and Experience Committee (QSEC)** meeting held on 8 October 2024; the **In-Committee Sustainable Resources Committee (SRC)** meeting held on 22 October 2024; the **In-Committee Health and Safety Committee (HSC)** meeting held on 12 November 2024 and the **In-Committee Charitable Funds Committee (CFC)** meeting held on 17 September 2024.
- That the In-Committee Board received an update regarding the **Emergency Medical Retrieval and Transfer Service (EMRTS)**.
- That the In-Committee Board received an update regarding the **Healthcare Support Worker (HCSW) Implementation Framework**.

¹ There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

² There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

³ There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

Review of Risks/ Adolygiad o Risgiau

Not applicable.

Sharing of learning/ Rhannu dysgu

Not applicable.

Recommendation/ Argymhelliad

The Board is asked to **take assurance** from the items that the In-Committee Board is providing assurance on.

COMMITTEE UPDATE REPORT/ADRODDIAD DIWEDDARU'R PWYLLGOR – PARTNERSHIP FORUM

Date of last meeting/Dyddiad y cyfarfod diwethaf: 3 December 2024

Quoracy/Cworwm: Met

Report by/Adroddiad gan: Lisa Gostling/Nadia Probert, Chair

KEY DISCUSSION POINTS AND MATTERS TO BE ESCALATED FROM THE DISCUSSION AT THE MEETING/ PWYNTIAU TRAFOD ALLWEDDOL A MATERION I'W HUWCHGYFEIRIO O'R DRAFODAETH YN Y CYFARFOD:

Alert¹ (may require discussion)/ **Rhybuddio** (efallai y bydd angen trafodaeth)

There were no issues which the Partnership Forum wished to alert the Board.

Advise² (to monitor)/ **Cynghori** (i fonitro)

There were no issues which the Partnership Forum wished to advise the Board.

Assure³ (to note)/ **Sicrhau** (i nodi)

The Partnership Forum wish to assure members of the Board that:

- Members were engaged in a discussion around the Clinical Service Plan and temporary changes to paediatric services.
- An update was provided on job matching activity over the past 2 months.
- Members received an update on operational services, including implementation of the revised operational structure, the six goals programme and the 50 day challenge.
- A financial update was provided, and members were able to discuss decisions which were felt to have a detrimental impact on the current financial position; these were to be followed up by Managers present.
- Changes have been made to the **Partnership Forum Terms of Reference**. Approval is sought.

Review of Risks/ Adolygiad o Risgiau

Not applicable.

¹ There is a lack of confidence that any action in place is sufficient to address the issue satisfactorily and/or within the scope of the operational team or executive to resolve. Engagement, action or intervention required.

² There are areas of concern where assurance has been taken on actions in place but requires close monitoring. An early warning of an emerging and potentially serious concern.

³ There is confidence that actions are robust and will be sufficient to address the issue or generally operating effectively. Routine monitoring.

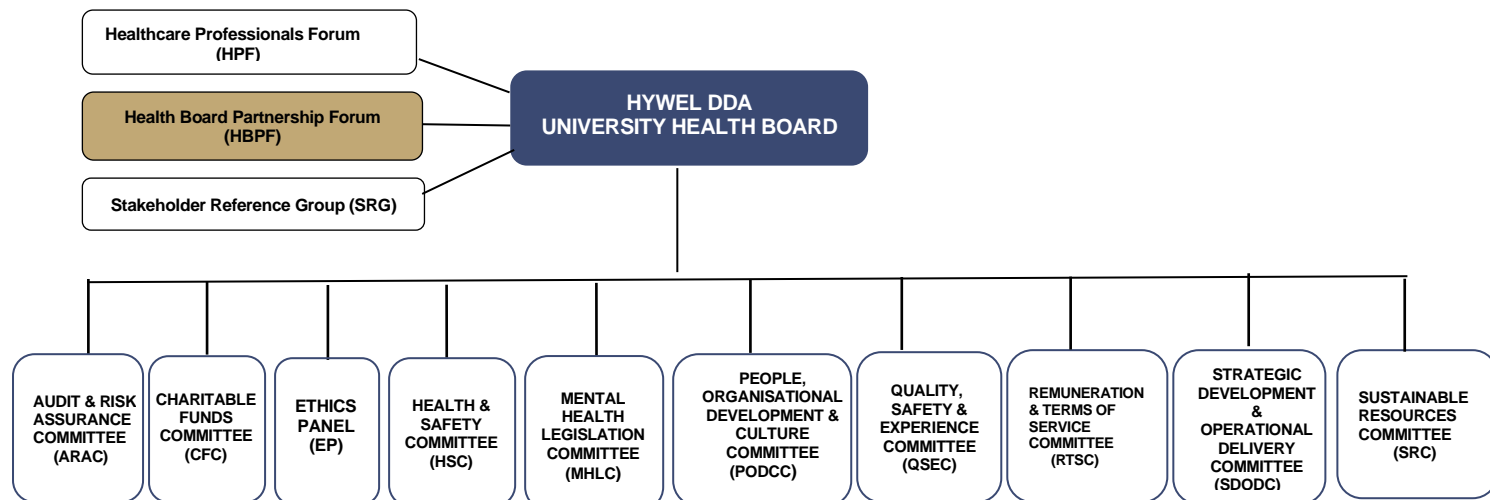
Sharing of learning/ Rhannu dysgu

Not applicable.

Recommendation/ Argymhelliad

The Board is asked to **APPROVE** the Partnership Forum Terms of Reference (appended).

The Board is asked to **take assurance** from the items that the Partnership Forum is providing assurance on.



HEALTH BOARD PARTNERSHIP FORUM

TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V0.1	Board	25/03/10	Approved
V0.1	Board (SO's)	22/07/10	Approved
V0.2	Board (SO's)	29/09/11	Approved
V0.3	LPF	14/10/11	Approved
V0.4	LPF	07/08/13	Approved
V0.4	Board (SO's)	22/11/14	Approved
V0.5	Board (SO's)	26/11/15	Approved
V0.6	LPF	07/12/15	Approved
V0.7	Partnership Forum	22/06/21	Approved
V0.8	Partnership Forum	28/02/23	Approved
V0.8	Board	27/07/23	Approved
V0.9	Partnership Forum	03/12/24	Approved
V0.9	Hywel Dda University Health Board	30/01/25	For Approval

HEALTH BOARD PARTNERSHIP FORUM

1. Constitution

- 1.1 The Health Board Partnership Forum (**HBPF**) has been established as an Advisory Committee of the Hywel Dda University Health Board and was constituted from 1 October 2009.

2. Principal Duties

- 2.1 The **HBPF** is the formal mechanism where NHS Wales's employers and Trade Unions, professional bodies (hereafter referred to as Trade Unions) work together to improve health services for the people of Wales. It is the forum where key stakeholders will engage with each other to inform, debate and seek to agree local priorities on workforce and health service issues.
- 2.2 At the earliest opportunity, the Board will engage with Trade Unions in the key discussions at the UHB Board, **HBPF** and County Partnership Forums (CPF).
- 2.3 The **HBPF** will provide the formal mechanism for consultation, negotiation and communication between the Trade Unions and management. The TUC principles of partnership will apply. These principles are attached at Appendix 2.

3. Operational Responsibilities

- 3.1 The purpose of the **HBPF** will be to:
 - 3.1.1 Establish a regular and formal dialogue between the Board's Executive and the Trade Unions on matters relating to workforce and health service issues.
 - 3.1.2 Enable employers and Trade Unions to put forward Health Board wide issues affecting the workforce or local matters which remain unresolved at County level.
 - 3.1.3 Provide opportunities for Trade Unions and managers to input into organisation service development plans at an early stage.
 - 3.1.4 Contribute to the development of the Clinical Services Strategy implementation plan and be actively involved in the development of local service strategies.
 - 3.1.5 Consider the implications on staff of service reviews and identify and seek to agree new ways of working.
 - 3.1.6 Consider the implications for staff of NHS reorganisations at a national or local level and to work in partnership to achieve mutually successful implementation.
 - 3.1.7 Appraise and discuss in partnership the financial performance of the organisation on a regular basis.

- 3.1.8 Appraise and discuss in partnership the Board services and activity and its implications.
- 3.1.9 Provide opportunities to identify and seek to agree quality issues, including clinical governance, particularly where such issues have implications for staff.
- 3.1.10 Communicate to the partners the key decisions taken by the Board and senior management.
- 3.1.11 Contribute to the design and delivery of the Health Board workforce and OD strategy and specifically co-produce redesigned processes and ways of working and engaging with staff.
- 3.1.12 Consider national developments in NHS Wales Workforce & Organisational Strategy and the implications for the Board including matters of service re-profiling.
- 3.1.13 Negotiate on matters subject to local determination.
- 3.1.14 Ensure Trade Union representatives are afforded reasonable paid time off to undertake trade union duties.
- 3.1.15 To develop in partnership appropriate facilities arrangements using A4C Facilities Agreement as a minimum standard.
- 3.1.16 Endorse all Health Board Workforce policies and receive and ratify All Wales agreements for use in the Health Board and ensure compliance with All Wales agreements.
- 3.1.17 In addition, the **HBPF** will establish Local Partnership Forum sub groups to establish ongoing dialogue, communication and consultation on service and operational management issues specific to Directorates/Service areas. Where these sub groups are developed they must report to the **HBPF**.

4. Membership

- 4.1 All members of the **HBPF** are full and equal members and share responsibility for the decisions of the **HBPF**. The Health Board shall agree the overall size and composition of the **HBPF** in consultation with those Trade Unions it recognises for collective bargaining. The Trade Union member of the LHB Board will be expected to attend the **HBPF** in an ex-officio capacity. As a minimum, the membership of the **HBPF** shall comprise:

4.2 Management Representatives

Management will normally consist of the following members of management representatives.

Director of Finance
Chief Operating Officer
Director of Nursing, Quality & Patient Experience
Assistant Director Operational Nursing & Quality Acute Services
Director of Allied Health Professions and Health Science
Director of Workforce and OD
Assistant Director of People Management
Director of Strategy and Planning
Assistant Director of OD
Assistant Director of People Planning
Assistant Director of People Development
Management **and Staff Side** Chair of County Partnership Forum (x3)
Director of Mental Health and Learning Disabilities

If members are unable to attend a meeting a suitable deputy must attend in their place.

Other Executive Directors and others may also be members or may be co-opted dependent upon the agenda.

The Chief Executive will attend periodically linked to agenda items.

4.3 **Staff Representatives**

The Board recognises those Trade Unions listed in Appendix 1 for the representation of members who are employed by the organisation.

Staff representatives must be employed by the organisation and accredited by their respective organisations for the purposes of bargaining. If a representative ceases to be employed by the Board or ceases to be a member of a nominating organisation then he/she will automatically cease to be a member of the LPF. Full time officers of the Trade Unions may attend meetings subject to prior notification and agreement.

Members of the Forum who are unable to attend a meeting may send a deputy, providing such deputies are eligible for appointment to the Forum.

Each Union will be allocated seats at Partnership Forum linked to known union membership, where this hasn't been disclosed assumptions have been made based on payroll deduction numbers where available. Should any particular Trade Union feel they have not been appropriately allocated seats this will be reviewed on submission of membership information. See Appendix 4 for seats to be applied in 2021/2022.

It is intended to review membership along with Terms of Reference in 3 yearly intervals. The Chair, Vice Chair and Secretary members shall be included in the overall Trade Union allocated seats.

4.4 **Member Appointments**

The Trade Union Chair, Vice Chair and Secretary will be elected from the Local Health Board Trade Union representatives at Partnership Forum bi-annually. Each

agreed Trade Union Partnership Forum member will receive 1 vote to elect to these roles. Best practice requires these three officers to come from different Trade Unions. All appointments will be for a period of 2 years.

4.5 Chairs

The Management Chair and Trade Union Chair will jointly chair the **HBPf**. This will be undertaken on a rotational basis. In the absence of the Chair(s) the Vice Chair(s) will act as Chair. The Chairs shall work in partnership with each other and, as appropriate, with the Chairs of the Board's other advisory groups. Supported by the Director of Corporate Governance/Board Secretary, Chairs shall ensure that key and appropriate issues are discussed by the Forum in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.

5. Quorum and Attendance

- 5.1 Every effort will be made by all parties to maintain a stable membership. There should be 50% attendance of both parties for the meeting to be quorate.
- 5.2 If the meeting is not quorate no decisions can be made but information may be exchanged. Where Joint Chairs agree, an extraordinary meeting may be scheduled within 7 calendar days notice.
- 5.2.1 Consistent attendance and commitment to participate in discussions is essential. Where a Trade Union member of the LPF does not attend on 3 consecutive occasions, the Trade Union Secretary will write to the member and bring the response to the next meeting for further consideration and possible removal. In the case of management representatives not attending the Director of Workforce & OD will contact the individual.

6. Agenda and Papers

- 6.1 The Forum Secretary is to hold an agenda setting meeting with the Management and Trade Union Chairs and the Management Secretary (Committee Services Officer) at least one month before the meeting date.
- 6.2 The agenda will be based around the Forum's work plan, matters arising and requests from Forum members. Items for the agenda and supporting papers should be notified to the Management Secretary as early as possible, and in the event at least two weeks in advance of the meeting. Following approval, the agenda and timetable for papers will be circulated to all Forum members.
- 6.3 All papers must be approved by the Lead Director.
- 6.4 The agenda and papers for meetings will be distributed eight days in advance of the meeting, whenever possible electronically. One hard copy will be maintained by the Secretary of the Forum.
- 6.5 The minutes and action log will be circulated to members within ten days to check

the accuracy. The minutes must be an accurate record of the meeting which captures the discussions that take place.

- 6.6 Members must forward amendments to the Forum secretary within the next seven days. The Management Secretary will then forward the final version to the Management and Trade Union Chairs for approval.

7. Management of Meetings

- 7.1 The Forum will meet bi-monthly however this may be changed to reflect the need of either Trade Unions or management. A schedule of meetings shall be agreed at least 12 months in advance, consistent with the UHB's annual plan of Board Business. Additional meetings will be arranged as determined by the Management and Trade Union Chairs of the Committee in discussion with the Management Secretary.
- 7.2 The business of the meeting shall be restricted to matters pertaining to Board Wide strategic issues. Local operational issues should be raised at the County Partnership Forums and will not be considered unless it is agreed that such issues have UHB wide implication or if satisfactory resolution has not occurred.
- 7.3 The **HBPF** has the capacity to co-opt others onto the forum or its sub groups as deemed necessary by agreement.
- 7.4 The Health Board may specifically request advice and feedback from the Forum on any aspect of its business, and the Forum may also offer advice and feedback even if not specifically requested by the Health Board.

8. Authority

- 8.1 The Forum may provide advice to the Board:
- 8.1.1 at Board meetings, through the Independent Member (Trade Union).
 - 8.1.2 in written advice; and
 - 8.1.3 in any other form specified by the Board.

9. Reporting and Assurance Arrangements

- 9.1 The Chairs shall be jointly responsible for the effective operation of the **HBPF**:
- 9.1.1 chairing meetings, rotated equally between the Staff Representative and Management Representative Chairs;
 - 9.1.2 establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all business is conducted in accordance with its agreed operating framework; and
 - 9.1.3 developing positive and professional relationships amongst the Forum's membership and between the Forum and the UHB's Board.
- 9.2 The Chairs shall work in partnership with each other and, as appropriate, with

the Chairs of the UHB's other advisory groups. Supported by the Director of Corporate Governance/Board Secretary, Chairs shall ensure that key and appropriate issues are discussed by the Forum in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions.

9.3 The Chairs are accountable to the UHB Board for the conduct of business in accordance with the governance and operating framework set by the UHB.

9.4 The Forum Chair shall:

9.4.1 report formally, regularly and on a timely basis to the Board on the Forum's activities. This includes written updates on activity after each meeting and the presentation of an annual report reviewing the Forum's activity and effectiveness against the TORs within 6 weeks of the end of the financial year;

9.4.2 bring to the Board's specific attention any significant matters under consideration by the Forum;

9.5 The requirements for the conduct of business as set out in the UHB's Standing Orders are equally applicable to the operation of the LPF.

10. Relationships and Accountabilities with Others

10.1 The HBPF's main link with the Board is through the Executive members of the HBPF and the Independent Member (Trade Union).

10.2 The Board may determine that designated Board members or UHB staff shall be in attendance at HBPF meetings. The LPF's Chair may also request the attendance of Board members or UHB staff, subject to the agreement of the UHB Chair.

10.3 The Board shall determine the arrangements for any joint meetings between the UHB Board and the HBPF's staff representative members.

10.4 The Board's Chair shall put in place arrangements to meet with the HBPF's Joint Chairs on a regular basis to discuss the HBPF's activities and operation.

10.5 The HBPF shall ensure effective links and relationships with other groups/fora at a local and, where appropriate, national level.

11. General Principles of Partnership between Trade Unions and Management

11.1 The Partnership Forum accepts that partnerships help the workforce and management work through challenges and to grow and strengthen their organisations. Relationships are built on trust and confidence and demonstrate a real commitment to work together.

11.2 The principles of true partnership working between Trade Unions and

Management are as follows:

- 11.2.1 TU's and management show joint commitment to the success of the organisation with a positive and constructive approach
- 11.2.2 They recognise the legitimacy of other partners and their interests and treat all parties with trust and mutual respect
- 11.2.3 They demonstrate commitment to employment security for workers and flexible ways of working
- 11.2.4 They share success – rewards must be felt to be fair
- 11.2.5 They practice open and transparent communication – sharing information widely with openness, honesty and transparency
- 11.2.6 They must bring effective representation of the views and interests of the workforce
- 11.2.7 They must demonstrate a commitment to work with and learn from each other

11.3 All members must:

- 11.3.1 be prepared to engage with and contribute fully to the Forum's activities and in a manner that upholds the standards of good governance set for the NHS in Wales;
- 11.3.2 comply with their terms and conditions of appointment;
- 11.3.3 equip themselves to fulfil the breadth of their responsibilities by participating in appropriate personal and organisational development programmes; and
- 11.3.4 promote the work of the **HBPF** within the professional discipline he/she represents.

11.4 A Code of Conduct is attached at Appendix 3.

12. Sub Committees

12.1 When is considered appropriate, the Forum can decide to appoint sub committees, to hold detailed discussion on a particular issue(s). Nominated representatives to sub committees will communicate and report regularly to the **HBPF**.

Sub committees already in place: -

- ~~Organisational Change Group~~
- Ceredigion Partnership Forum
- Carmarthenshire Partnership Forum
- Pembrokeshire Partnership Forum
- ~~Policy Review Group~~

Each sub committee will report bi-monthly to the **HBPF**.

13. Secretarial Support

13.1 The **HBPF**'s work shall be supported by two designated Secretaries, one of whom shall support the staff representative members and one shall support the

management representative members.

- 13.2 The Director of Workforce and OD will act as Management Representative Secretary and will be responsible for the maintenance of the constitution of the membership, the circulation of agenda and minutes and notification of meetings.
- 13.3 The Staff Representative Secretary shall be elected from within the staff representative membership of the LPF, by staff representative members, in a manner determined by the staff representatives. The Staff Representative Secretary's term of office shall be for two (2) years.
- 13.4 Both Secretaries shall work closely with the UHB's Director of Corporate Governance/Board Secretary who is responsible for the overall planning and co-ordination of the UHB's programme of Board business, including that of its Committees and Advisory Groups.
- 13.5 The Committee Secretary shall be determined by the Director of Workforce and Organisational Development.

14. Review Date

- 14.1 These Terms of Reference and operating arrangements shall be reviewed on at least an annual basis by the **HBPF** for approval by the Board.

Appendix 1

List of Recognised Trade Unions

- British Medical Association (BMA)
- Royal College of Nursing (RCN)
- Royal College of Midwives (RCM)
- UNISON
- UNITE
- GMB
- British Orthoptic Society
- Society of Radiographers
- British Dental Association
- Society of Chiropractors and Podiatrists
- Federation of Clinical Scientists
- Chartered Society of Physiotherapy (CSP)
- British Dietetic Association

Appendix 2

Six Principles of Partnership Working

- a shared commitment to the success of the organisation
- a focus on the quality of working life
- recognition of the legitimate roles of the employer and the trade union
- a commitment by the employer to employment security
- openness on both sides and a willingness by the employer to share information and discuss the future plans for the organisation
- adding value – a shared understanding that the partnership is delivering measurable improvements for the employer, the union and employees

Appendix 3

Code of Conduct

A code of conduct for meetings sets ground rules for all participants: -

- Respect the meeting start time and arrive punctually
- Attend the meeting well-prepared, willing to contribute and with a positive attitude
- Listen actively. Allow others to explain or clarify when necessary
- Observe the requirement that only one person speaks at a time
- Avoid 'put downs' of views or points made by colleagues
- Respect a colleague's point of view
- Avoid using negative behaviours e.g. sarcasm, point-scoring, personalisation
- Try not to react negatively to criticism or take as a personal slight
- Put forward criticism in a positive way
- Be mindful that decisions have to be made and it is not possible to accommodate all individual views
- No 'side-meetings' to take place
- Respect the Chair
- Adhere to UHBs values
- Failure to adhere to the Code of Conduct may result in the suspension or removal of the member. (Please note before this is enacted the Director of Workforce & OD will engage with the individual and the relevant full time officer).

Appendix 4

Members	Seats
• Royal College of Nursing (RCN)	6
• Royal College of Midwives (RCM)	1
• UNISON	7
• UNITE	3
• GMB	1
• British Orthoptic Society	1
• Society of Radiographers	1
• British Dental Association	1
• Society of Chiropractors and Podiatrists	1
• Federation of Clinical Scientists	1
• Chartered Society of Physiotherapy (CSP)	1
• British Dietetic Association	1